

MEMORANDUM
PLACER COUNTY HEALTH AND HUMAN SERVICES
Administrative Services

TO: Honorable Board of Supervisors

FROM: Richard J. Burton, M.D., M.P.H.,
Placer County Health Officer and Director of Health & Human Services
Robert Dunstan, Director of Administrative Services

DATE: May 9, 2006

SUBJECT: Resolution to Approve the Execution of Thirty-Seven Specific Agreements

ACTION REQUESTED:

That your Board adopt the attached Resolution, authorizing the Director of Health and Human Services, with concurrence of CEO, County Counsel, and Risk Management, to sign and execute the accompanying list of thirty-seven specific contractual agreements and subsequent amendments on behalf of Placer County, providing the expenditure agreements remain within 10% of the prior period's amount. The estimated total funding received for the 13 revenue agreements, based on current year funding levels, is \$528,888. The current value of the listed 24 expenditure agreements is \$1,097,722. The County General Fund contribution for the expenditure agreements will be approximately \$33,000.

BACKGROUND:

The Health and Human Services Department administers approximately 165 contractual agreements. The majority of these agreements require specific Board of Supervisors approval annually. Under the current system, each contract is submitted under a separate cover memorandum and is considered for approval on an individual basis. Applications, Standard Agreements, Grants, and other Contractual Agreements, along with their various attachments, are submitted as part of your Board's packet. This represents a large effort on the part of HHS, County Counsel, CEO, and the Board of Supervisors. As HHS does not have the capacity to negotiate and process all of these agreements simultaneously, this occurs over an extended period of time and often beyond the effective date of the agreement.

This process was modeled after one that has been in use in Sacramento County. In accordance with Government Code Section 25502.5, none of the included agreements is in excess of \$100,000. This arrangement was first approved by the Board on October 23, 2001 and has been successfully implemented over the past five years. Similar resolutions are now developed on an annual basis for contracts that are anticipated to be renewed during the upcoming fiscal year.

If approved, the attached Resolution would authorize HHS to process thirty-seven agreements under this single board action. However, this authorization requires the concurrence of the CEO and in no way would obligate the County to move forward with any agreement should funding or other circumstances change.

The following criteria was used to select these agreements:

- Recurring revenue and expenditure agreements with a total contract amount of less than \$100,000 each
- Agreements that are expected to be executed with an effective beginning date during the FY 2006/07 fiscal year
- Agreements that do not currently require a competitive bid/proposal process

FISCAL IMPACT:

Each of these agreements was recommended for funding in the Department Requested FY 2006/07 Budget. The total anticipated value of the 13 revenue agreements, based on current year funding levels, is \$528,888.16. The current value of the listed 24 expenditure agreements is \$1,097,721.87. As mentioned, agreements executed as a result of this resolution will remain within 10% of the prior period's amount. The actual execution of these contracts is contingent upon available funding.

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HHS WORKFLOW/REVIEW PROCEDURE

SUPER RESOLUTION CONTRACTS

EXPENDITURE CONTRACTS:

- Existing agreement reviewed by divisional staff, required changes made to develop upcoming year draft contract.
- Upcoming year draft boilerplate forwarded to divisional staff by Contracts Administration for incorporation with scope of services and funding information. Final draft reviewed by Risk Management, County Counsel, and service provider.
- Partially executed contract, including provider and County Counsel signatures, plus insurance certificates, required exhibits, and copy of Super Resolution, returned to Contracts Administration for final contract execution.
- Contracts Administration reviews package to make sure that it is complete and that the contract appears on the Super Resolution (including reviewing funding to assure it is within limits of delegated Super Resolution authority), forwards to Director of HHS and CEO for final signatures, retains one original and distributes remaining fully executed contract copies to Division.
- Division distributes executed contract to program manager, Contractor/ Provider/Consultant, and commences services.

REVENUE CONTRACTS:

- Partially executed contract provided to Division by funding source (typically the State). Division reviews to assure that contract matches proposal.
- Partially executed contract, including provider and County Counsel signatures, plus required exhibits, Risk Management approval, and copy of Super Resolution, forwarded to Contracts Administration for final County execution.
- Contracts Administration reviews package to make sure that it is complete and that the contract appears on the Super Resolution, forwards to Director of HHS and CEO for final signatures, retains one original and distributes remaining contract copies to Division.
- Division returns partially executed documents to funding source for final execution. After fully executed documents are returned, division distributes executed contract to program manager, accounting staff, etc., and commences services.

**Before the Board of Supervisors
County of Placer, State of California**

In the matter of:

Resolution No: _____

Adopt a resolution, thereby authorizing the Director of Health and Human Services, with concurrence of the CEO, County Counsel, and Risk Management, to sign and execute the accompanying list of thirty-seven specific contractual agreements and subsequent amendments on behalf of Placer County.

Ord. No.: _____

First Reading: _____

The following Resolution was duly passed by the Board of Supervisors of the County of Placer at a regular meeting held **May 9, 2006**, by the following vote on roll call:

Ayes:

Noes:

Absent:

Signed and approved by me after its passage.

Chairman, Board of Supervisors

Attest: _____
Clerk of said Board

BE IT HEREBY RESOLVED that the Board of Supervisors of the County of Placer, State of California, adopts this resolution, thereby authorizing the Director of the Department of Health and Human Services, with concurrence of the CEO, County Counsel and Risk Management, to sign and execute the accompanying list of thirty-seven specific contractual agreements and subsequent amendments on behalf of Placer County, providing the expenditure agreements remain within 10% of the prior period's amount.

Specific Agreements Included in "Super-Reso" Delegated Authority granted to the Director of Placer County Health and Human Services by the Placer County Board of Supervisors on May 9, 2006

| APPN | Provider or Funding Source | Type of Agreement | Description | Prior Term and Funding Level Information | | | | Funding Source Information for Expenditure Agreements | | | |
|-------|--|-------------------|---|--|----------|-----------------|------------------|---|-------|-------|----------------------------------|
| | | | | Start Date | End Date | Contract Amount | Contract Number | Federal | State | Other | County General Fund/ Realignment |
| 22390 | | | | | | | | | | | |
| 22390 | Veterinary Relief Solutions, Inc. | Expenditure | Veterinary examination & treatment | 06/20/05 | 06/30/06 | \$20,000.00 | KN020603 | | | | 100% |
| 42000 | | | | | | | | | | | |
| 42000 | California State Assoc of Counties (CSAC) | Expenditure | WCDS Systems Management | 07/01/05 | 06/30/06 | \$20,574.00 | CN005451 | | | | 100% |
| 42760 | | | | | | | | | | | |
| 42760 | CA Dept. of Health Services (DHS) | Revenue | "Nutrition Network" Contract, through Cancer Prevention and Nutrition Section of DHS | 10/01/05 | 09/30/06 | \$64,432.00 | 05-45551 | | | | |
| 42760 | Sacramento County Dept of Human Assistance | Revenue | Pass-Through of Federal HOPWA Funds | 01/01/06 | 12/31/06 | \$34,600.00 | DHAICS-PLA-01-06 | | | | |
| 42820 | | | | | | | | | | | |
| 42820 | CA Integrated Waste Mgmt Board (CIWMB) | Grant | Local Enforcement Agency (LEA) Grant | 07/01/05 | 06/30/06 | \$21,597.81 | EA16-05-10 | | | | |
| 42930 | | | | | | | | | | | |
| 42930 | AMI Housing | Expenditure | Housing Collaboration Program AB2034 | 07/01/05 | 06/30/06 | \$75,100.00 | CN005441 | | 100% | | |
| 42930 | CA Dept. of Alcohol and Drug Programs | Revenue | Comprehensive Drug Court Implementation Program | 12/29/05 | 12/28/06 | \$79,548.00 | CDCI-05/06-31-06 | | | | |
| 42930 | CA Dept. of Mental Health | Grant | PATH grant application (Federal McKinney Projects Assist Transition from | 07/01/05 | 06/30/06 | \$37,695.00 | None | | | | |
| 42930 | California Institute of Mental Health (CIMH) | Expenditure | MHSA consultation, training and planning | 03/07/05 | 06/30/06 | \$24,000.00 | CN005445 | | 100% | | |
| 42930 | California Mental Health Directors' Assoc | Other | Administrative Service Organization (ASO) coordinating Medi-Cal Specialty MH services | 07/01/99 | 06/30/06 | \$10,000.00 | None | | 100% | | |
| 42930 | Chima, Surendar S. | Expenditure | Health & Physical Physician Services at Cirby Hills Center | 07/01/05 | 06/30/06 | \$60,000.00 | CN005434 | 35% | | | 65% |
| 42930 | Khangura, Sukhdev S. | Expenditure | Health and Physical Physician Services at Cirby Hills Center | 07/01/05 | 06/30/06 | \$60,000.00 | CN005433 | 35% | | | 65% |
| 42930 | Lazarus Project, Inc., The | Expenditure | Transitional housing for AB2034 clients | 07/01/05 | 06/30/06 | \$44,000.00 | CN005442 | | 100% | | |
| 42930 | Nevada County Behavioral Health Dept. | Revenue | Use of Cirby Hills Facility (PHF) for in-patient psychiatric services | 07/01/05 | 06/30/06 | \$55,000.00 | CN005421 | | | | |

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|-------|---|-------------------|--|--|----------|-----------------|-----------------|---|-------|-------|----------------------------------|
| | | | | Start Date | End Date | Contract Amount | Contract Number | Federal | State | Other | County General Fund/ Realignment |
| 42930 | Pacific Educational Services | Revenue | Drinking Driver Program | 07/01/04 | 06/30/06 | \$0.00 | CN005467 | | | | |
| 42930 | Pride Industries | Expenditure | Provide work situational assessments and employment services to AB2034 Homeless | 07/01/05 | 06/30/06 | \$25,000.00 | CN005443 | | 100% | | |
| 42930 | Rosewood Care Center | Blanket P.O. | MH Transitional Treatment Services | 04/06/05 | 06/30/06 | \$27,375.00 | BP013235 | 35% | | | 65% |
| 42930 | Sierra County Dept of Mental Health | Revenue | Acute Inpatient Services at PHF and Involuntary Detention Hosp for Sierra Co clients | 07/01/04 | 06/30/06 | \$34,000.00 | CN005465 | | | | |
| 42930 | Sierra Family Services | Expenditure | Transitional Employment Services | 07/01/05 | 06/30/06 | \$56,340.00 | CN005414 | 9% | 54% | | 37% |
| 42930 | ZiaLogic | Expenditure | MHSA Consultation for systems integration planning | 03/07/05 | 06/30/06 | \$28,640.00 | CN005444 | | 100% | | |
| 42950 | | | | | | | | | | | |
| 42950 | California Family Health Council, Inc. | Grant | Family Planning Services | 01/01/05 | 12/31/05 | \$75,394.00 | None | | | | |
| 42950 | California HealthCare Foundation | Grant | Assess feasibility of insurance coverage to uninsured children & develop and implementation plan | 01/01/06 | 12/31/06 | \$50,000.00 | 05-1396 | | | | |
| 42950 | Delta Dental of California | Grant | Expand preventive dental activities for children in the Tahoe/Truckee area | 11/01/05 | 06/30/06 | \$37,401.00 | None | | | | |
| 42950 | Tahoe Forest Hospital | Expenditure | Mid-Level Practitioner for Kings Beach Clinic | 07/01/05 | 06/30/06 | \$20,000.00 | CN005450 | | 100% | | |
| 42970 | | | | | | | | | | | |
| 42970 | Aoki, Ellen M.D. | Expenditure | Contract Employee - Psychiatric Coverage | 09/15/05 | 06/30/06 | \$38,968.87 | 12113 | 30% | 30% | | 40% |
| 42970 | DeLapp, Lynn | Expenditure | CWS Redesign & MHSA Consulting, Training and Planning Services | 07/01/05 | 06/30/06 | \$87,500.00 | 12065 | 18% | 73% | | 9% |
| 42970 | EMQ Children & Family Services | Expenditure | Specialty Mental Health and Staff Consultation Services | 07/01/05 | 06/30/06 | \$72,000.00 | CN005435 | 25% | 23% | | 52% |
| 42970 | Henderson, Gary L. | Expenditure | LCSW, MFT Intern Supervision Training | 07/01/05 | 06/30/06 | \$20,000.00 | KN020607 | 42% | 32% | | 26% |
| 42970 | Mid-Placer Public Schools Transportation Agency | Revenue | Bus Aide/Program Aide for Adolescent Day Treatment Program | 07/01/04 | 06/30/06 | \$29,220.35 | CN005456 | | | | |
| 42970 | North Tahoe Fire Protection District | Expenditure | Transportation of 5150 clients from Tahoe Area | 07/01/05 | 06/30/06 | \$40,000.00 | CN005438 | | | | 100% |

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| | | | | Start Date | End Date | Contract Amount | Contract Number | Federal | State | Other | County General Fund/ Realignment |
| 42970 | Oak House Treatment Center | Expenditure | Residential Substance Abuse Treatment Services | 07/01/04 | 06/30/06 | \$16,000.00 | 11906 | | 56% | | 44% |
| 42970 | PEACE for Families | Expenditure | Supervised Visitation, Intervention and Support Svcs | 07/01/05 | 06/30/06 | \$66,000.00 | CN005419 | 32% | 40% | | 28% |
| 42970 | Placer County Office of Education (PCOE) | Expenditure | Consultation and Supervision for Sierra Vista School | 07/01/05 | 06/30/06 | \$64,800.00 | CN005440 | 40% | 35% | 25% - Office of Education | |
| 42970 | Placer County Office of Education (PCOE) | Expenditure | Integrated Services Mgr, Foster Youth Services Program | 07/01/05 | 06/30/06 | \$99,215.00 | 12064 | 15% | 70% | | 15% |
| 42970 | Sierra Adoption Services | Expenditure | Provide permanency planning services for children in foster care | 09/01/05 | 06/30/06 | \$48,209.00 | CN005409 | 32% | 68% | | |
| 42970 | University of California - Davis | Expenditure | Child Welfare training program | 07/01/05 | 06/30/06 | \$51,000.00 | CN005412 | 48% | 52% | | |
| 53020 | | | | | | | | | | | |
| 53020 | Salvation Army, The | Expenditure | Winter Homeless Voucher Program | 10/01/05 | 04/30/06 | \$33,000.00 | CN005413 | | | | 100% |

Total Contributions to Expenditure Contracts by Funding Source

\$212,321.64 \$542,481.88 #VALUE! \$336,718.35